

CURRICULAM VITAE

RATHEESH.M.R
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Career Profile :- A highly motivated Post Graduate Holder. Able to work on own initiative and as part of a team. Proven leadership skills and organizing team activities. A good communicator at all levels who enjoys meeting challenges and seeing them through.

Career Objective :- To build a challenging career with a reputed company and to serve the company with extreme dedication, put forth my knowledge for the benefit of the organization and be a dominant part of the company.

Key Skills

- Team Work: - The skill to identify the needs and expectation of the firm and work accurately and effectively in a team as well as independently in a very flexible manner. I also demonstrate the ability to work calmly and politely in all kinds of stressful and busy environment.
- Problem Solving: - Ability to understand and analyze both the simple and complicated Issues perceive there wider impact on the present environment. Show innovation and creativity in problem solving, reaching sound conclusion about people and situation.
- Adaptability: - Completely adaptable to different working conditions, changing environment and cultures, self motivated and also adapted to work in groups. I am a well organized person with whom one finds it very easy to work with.

EDUCATIONAL QUALIFICATION

- MBA in Material Management National Institute of Business Management (2016)
- Degree in English Sree Sankara Vidyapeetom College Valayanchirangara(2005-2008)
- Plus two At Sree Narayana Higher Secondary School, Okkal(2003-2005)
- S,S.L.C At M.A.H.S, Nedumbassery(2003)

SOFTWARE SPECIFICATION

Operating System Worked In -WINDOWS 98, 2000,2008 ,UBUNTU

ERP Systems - SAP (MM Module),PROGEN

Computer Literacy - MS Excel,MS Word, MS Power Point etc..

Work Experience

13+ YEAR EXPERIENCE IN PURCHASE/STORES INVENTORY CONTROL & LOGISTICS

1). Company Name : KANCOR INGREDIANTS LTD

Address : Angamaly, Kerala
Designation : Officer-Materials(Purchase/Stores)
Duration : **August 2008 – April 2014**
Type of Company : Spice Oleoresin Manufacturer (Food Grade)
Reported to : Sr.Manager –Purchase & Stores

2). Company Name : PROTECH APPLIANCES (P) LTD (Mr.Butler)

Address : Panampilly Nagar , Kochi
Designation : Sr. Officer-Purchase
Duration : May 2014– **May 2015**
Type of Company : Home Appliances Manufacturer
Reported to : Sr.Manager – Purchase

3). Company Name : CPF INDIA PVT LTD

Address : Joseph Cottage,Kathrikadavau,Kaloor.
Designation : Executive–Stores&Logistics
Duration : June 2015– March 2017
Type of Company : FMCG (Food Business)
Reported to : DGM – Stores and Logistics (South India)

4). Company Name : MEGASYS BIOTEK PVT LTD (WHO-GMP)

Address : Koratty,KINFRA,Thrissur
Designation : Asst.Manager – Purchase, Stores&Inventory Control
Duration : March 2017– September 2019
Type of Company : Pharma Manufacturing
Reporting to : Executive Director – Operations

5) Company Name : WFB BAIRD & COMPANY (INDIA) PVT LTD

Address : CSEZ,Kakkand,Cochin
Designation : Asst.Manager – Outsourcing
Duration : September 2019– Working
Type of Company : Textile Manufacturing
Reporting to : Sr,Manager – Outsourcing

Job Responsibilities:-

RESPONSIBLE FOR ALL THE PURCHASE,STORES&LOGISTICS ACTIVITIES

PURCHASING, STORING AND INVENTORY CONTROLLING OF RAW MATERIALS PACKING MATERIALS, CHEMICALS, SOLVENTS, ADDITIVES, FINISHED GOODS CONSUMABLES AND ENGINEERING MATERIALS&RESPONSIBLE FOR ALL THE LOGISTICS ACTIVITIES.

In Purchase

- Prepare purchase planning report based on Indent or sales forecast from the concern Departments and release Purchase Orders accordingly.
- Procure needed Raw Materials, Packing Materials, Engineering components, Spare parts and equipment at the least expense to the firm while meeting required standards of quality.
- Collecting quotation from the suppliers.
- Making quotation analysis.
- Negotiation of price and making purchase order in SAP.
- Placing the order and doing proper follow up.
- Collecting PSS/FOB from suppliers before bulk shipment to ensure the quality.
- Doing timely vendor audits and keeping related records.
- Develop new vendors for APIs, Inactive Material, Solvents, Additives, Engineering Goods, Packaging Materials.
- Prepare vendor evaluation, Monthly stock statement, purchase plans etc....
- Responsible for all the documentation related to Purchase and Stores.
- Coordinating with the Finance Dept, Project, Operations & Maintenance teams for the new equipment procurement
- Coordinating with various Job Workers for ensuring timely availability of components.
- Reconciliation of RM stock at job workers' location.
- Coordinate with finance department for timely payment to the suppliers.
- Proper vendor management for maintaining good rapport with the suppliers.
- Prepare all the MIS reports of materials department.
- Maintaining approved supplier list in coordination with QA department.
- Following JIT concept for all the possible items.
- Coordinating with transporters for the timely delivery of the materials.

In Stores:-

- Inventory planning based on the Monthly Production Plan.
 - Doing MRP run in ERP system for identifying material shortage against Production Plan.
 - Proper inventory planning for the smooth functioning of production department.
 - Controlling and monitoring the finished goods stock level based on market demand.
 - Minimizing the inventory without affecting the day to day operation of the plant.
 - Identifying the nonmoving items and update to the higher management for further actions.
 - Close monitoring on the near expiry products and coordinating with production department for liquidation.
 - Maintaining BIN Card.
 - Proper control over the item master in the ERP in order to avoid duplications.
 - Daily Physical Receipts, Stacking, Issues, Returns & Inspection of materials.
 - Team handling for Loading and unloading of Raw Material, Packing Material & Finished Products.
 - Proper Preservation of materials as per their nature.
 - Sending the material to QC/QA for quality approval and keep the records.
- Proper Inventory Control of Materials. (All Finished Goods, Raw Materials, Packing Materials/Chemical/Consumables/Solvents/Additives/Engineering materials)
- Expediting for system preparation of GRN/MRN for physical receipts/issues/returns/stock transfers.
 - Daily generation of system documents of all kinds of material movements in ERP/SAP system.
 - Ensuring proper and accurate dispensing of APIs and Non APIs for Tablet, Drops and Syrup section.
 - Verifying and authorizing the stock dispensing sheets in BMR and BPR.
 - Verifying the BOM in the BMR and BPR before dispensing.
 - Vendor's Work-Order wise stock Reconciliation.
 - Maintaining Minimum Stock Level for critical materials.
 - Nonmoving material identification & control of over flow materials.
 - Maintaining all the documents related to WHO-GMP.

- Total identification of the material and traceability.
- Proper Disposal of Scrap & rejected materials sending back to the suppliers.
- Internal/External Audit facing and NC's clearing.
- Co-coordinating with ERP team for Reconciliation of materials, System vs. Physical.
- Implementation of Store's accounting, meeting the requirements of Statutory Auditor's of the Company.
- Daily planning for dispatching of material to other Sites and accordingly giving a request to the transporters for placement of trucks for respective locations.
- Preparation of Invoice for local and interstate supplies.
- Following up with Accounts department for transporters/ suppliers Bill payment.
- Co-ordinate all Capital Asset Movements..
- Ensuring the FIFO/FEFO for all products.
- Stock handling through SAP/PROGEN/ ERP Systems.
- Warehouse space optimization.
- Preparing Issue Notes, Dispensing RM and PM against the indent from Production department.
- Receiving the Finished goods from production department against the Finished Goods Transfer Note.
- Coordinating with QC/QA/Accounts department for the timely dispatch of Finished Products.
- Dominant part of internal Audit team.

In Logistics

- Collecting indent from sales officers on daily basis.
- Coordinating with the main Distribution Center (DC) for the timely delivery of stock at the sub DC.
- Consolidating the indents received from various sales officers and forwarding to distributors.
- Coordinating with distributors for timely delivery of stock at Franchisee stores.
- Franchisee management for all activities related to stores and logistics.
- Coordinating with sales and operations for resolving the Franchisee complaints on short supply, near expiry products etc.
- Monitoring stock at distributor warehouse.
- Ensure proper documentation for the interstate as well as intra state stock movement
- Coordinating interstate bulk stock movement.
- Doing stock audit at distributor warehouse for both Frozen and dry products.
- Ensuring enough shelf life is maintained for all the items.
- Identifying the non moving items and transferring the same to other location to avoid expiry.
- Coordinating with transporter to ensure Window timing.
- Responsible for Sending MIS reports to higher management on daily & monthly basis.
- Check the Requisitions for material dispatch and arrange the vehicles accordingly and coordination with transporters for the same.
- Ensure the optimum space utilization in the dispatch vehicle.
- Coordinating with the transporter for the replenishment of short supplies if any.
- Coordinating with accounts department for the preparation of statutory forms and declaration for transporting goods to various locations.

Personal Details

Name	:	Ratheesh.M.R
Father's Name	:	T.Raveendran
Sex	:	Male
Date of Birth	:	24-05-1988
Nationality	:	Indian
Religion	:	Hindu
Marital Status	:	Married

Interest and Skills :-

Linguistic Ability:-

Speak : English, Malayalam, Hindi, Tamil
Read & Write : English, Malayalam & Hindi
Understand : English, Malayalam, Hindi, Tamil

Interests:-

Enjoys Traveling and listening to music. Also interested in social and friendly gatherings.

Extra CurricularActivities:-

Active participant of various stage competitions, sports and Cultural Programmes

Declaration

I hereby declare that the above details given by me are true and correct to the best of my knowledge and belief.

Place: Maikad

Ratheesh.M.R

Date: